



The Atlanta Cleaning Source is a small family-owned and pet friendly business located in Decatur that primarily provides residential cleaning services for private homes to the Atlanta area.

The Atlanta Cleaning Source has over two decades of experience cleaning thousands of homes in Atlanta, and has been the winner of many awards including the Angie's List Super Service Award as well as "Best of Atlanta!" through Atlanta Intown Magazine, Best of Decatur and Best Commercial cleaning through Decaturish magazine. We are an independent, locally-owned business that believes in building stronger communities through sustaining our vibrant in-town neighborhoods, bringing neighbors together, and contributing to local causes. We also care about our employees as much as we do our clients, and are very proud of our efforts!

PLEASE DO NOT APPLY for this position if you do not own a vehicle or possess a valid driver's license and insurance.

Job Summary:

Our housekeeping professionals play a vital role in the daily operations and services here at the Atlanta Cleaning Source. As a company that strives to provide the absolute best quality of service to our clients, we are looking for new faces to join our team! Our ideal candidate will be a licensed, safe and insured driver and also execute every clean with professionalism, integrity, and to company standards. Previous cleaning experience is not necessary as we will provide on the job training. The Atlanta Cleaning Source values teamwork, strong communication skills, safety, a positive attitude, and an ability to demonstrate professionalism.

What makes this job different from other cleaning jobs?

- Everyone at The Atlanta Cleaning Source is an employee.
- We pay our staff an hourly wage for their entire workday including travel time between jobs.
- Our operations take place Monday-Friday from 8am - 5pm. No night or weekends!
- If you are a driver for The Atlanta Cleaning Source, you are also reimbursed for mileage at the federal rate of \$.76/mile.

Housekeeping Professional Essential Functions:

At ACS, the Housekeeping Professional position is responsible for driving safely while transporting coworkers and cleaning supplies to client's homes and completing cleans to Atlanta Cleaning Source's standards. As a Housekeeping Professional, you will be part of a team that is cleaning in commercial and residential settings.

The essential functions of a Housekeeping Professional with the Atlanta Cleaning Source are:

- Providing excellent quality of cleaning to clients in both commercial and residential spaces.
- Working well with a team by receiving and applying constructive feedback from teammates.
- Communicating well with teammates on division of work and double checking quality of work as a team.
- Maintaining proper insurance and driver's license.
- Maintaining a clean and properly serviced vehicle.
- Safely transporting coworkers and cleaning supplies to jobs.
- Reading our client's scope of work for each cleaning job.
- Checking over the work of the other cleaning associates on your team.
- Interacting with coworkers and clients in a professional and friendly manner.
- Writing down notes for each clean in the work log.
- Reporting quality issues to management.
- Reporting daily scheduling updates to our office team.
- Reporting any breakage that occurs in our client's homes to our office team.
- Maintaining the team's cleaning supplies.

Job Specifications:

- Prior residential or commercial cleaning experience is preferred but not required.
- Must be comfortable around pets.
- High school diploma or GED preferred but not required.
- Must be willing to complete a background check.

Physical Requirements:

- Must be comfortable working with your hands.
- Must be able to lift 25 pounds 3 - 4 feet off the ground.
- Must be able to carry 15 pounds on your back and able to traverse stairs while doing so.
- Must be able to bend over and squat.
- Must be comfortable using hands, arms and shoulders.
- Must be comfortable standing and moving for 75% of the work day.

Environment:

Our housekeeping professionals will begin their day by arriving at the Atlanta Cleaning Source office at 8:00 AM. After clocking in, our professionals will check in with the rest of their team, grab supplies, and depart for their cleans that day. During the day, teams will be traveling in a teammate's car to and from clients' homes/offices. After completing their cleans, teams return to the office with their supplies and work log.

Typical services our company offers includes residential maintenance cleaning, deep cleans, moving cleans and post construction cleans. Services include changing bed linens, cleaning bathrooms, cleaning kitchens, dusting, vacuuming, mopping, removing trash in clients' homes. We also sometimes clean the inside of refrigerators, ovens and kitchen cabinets.

We do NOT clean homes with insect infestations, animal waste or blood. We do not offer junk removal services.

Most of our jobs are residential maintenance cleans where we have a long term relationship with the client. We do sometimes book deep cleans where the homes will have dust, grease, pet hair, soap scum or mildew. Anyone working on our team should be prepared to work on a team cleaning these types of jobs.

Compensation:

\$16.00 hourly training pay. Typically, a raise to \$17.00/hr is given at the 90 day job review based on attendance and performance. Drivers for the Atlanta Cleaning Source, are reimbursed for mileage at the federal rate of \$.76/mile. Some clients may tip directly to employees. Potential for future raises based on performance and attendance. The pay rate for our current team ranges between \$16/hr-\$22/hr depending on job title and experience.

Required documentation:

- Valid driver's license preferred
- Proof of insurance for vehicle
- High school diploma is preferred but not necessary.
- Three (3) strong references
- Willing to do a background check

Disclaimer:

The Atlanta Cleaning Source is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

Job Location: Decatur, GA 30030

Required language: English

Job Type: Full-time

Salary: \$16.00 per hour (training pay for first 90 days)

Schedule:

- 8 hour shift
- Day shift
- Monday through Friday
- No nights

- No weekends
- Overtime

Supplemental pay and benefits:

- Bonus pay
- Mileage reimbursement: minimum of \$10 per day for up to 16 miles of driving. Additional reimbursement of 65.5 cents per mile over 16 miles
- PTO policy can be accrued
- Retirement benefits available

Jennifer Roland

Date

Employee Signature

Date